



State of Washington
Business Licensing Service
PO Box 9034
Olympia, WA 98507-9034
1-800-451-7985

UBI

Owner name

Sellers of Travel Registration Addendum

This form must be submitted with a Business License Application form.

Please type or print in dark ink.

Registration fee: \$202

A Proof of business registration Applicants from outside Washington only

If your business is located outside of Washington State, you must provide proof of holding a valid registration to conduct business in your home state. Attach a copy of your current business registration document, or other official registration certification provided by the registration office in your home state.

B Criminal history All applicants

The questions below apply to all owners, partners, officers, LLC or LLP Members or Managers or any other principal of any business entity. If any principal in your business has had any convictions or judgements entered as described below, you must answer "yes" to the questions.

1. Have you been convicted of a crime, misdemeanor, or felony in this state, any other state, any other jurisdiction, or by the federal government within the past ten (10) years?..... ☐ Yes ☐ No
2. Is there a criminal complaint, accusation, or information presently pending, or currently under indictment in this state, any other state, any other jurisdiction, or by the federal government?..... ☐ Yes ☐ No
3. Has any professional or occupational license, certification or permit been fined, suspended, revoked, refused or denied in this state, any other state, any other jurisdiction, or by the federal government?..... ☐ Yes ☐ No
4. Have you ever had a civil court order, verdict, or judgment entered in any court of competent jurisdiction in this state, any other state, any other jurisdiction, or by the federal government? ☐ Yes ☐ No

If you marked "yes" to any of the questions, you must attach an explanation listing the charge(s); the date(s) of the conviction(s), civil judgement(s) or order(s); the county and/or state jurisdiction(s) involved; and the final disposition of the charge(s).

C Identification of authorized agents All applicants

Below, list all employees, independent contractors, or other outside agents who will sell travel under the authority of this business location's registration. Attach additional sheets in the same format, if necessary.

Name	Business address <i>Street or route, city, state, zip code</i>	Business telephone number
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		()
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☐ Check here if you do not have employees, independent contractors or agents.

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D Financial responsibility options All applicants

Please select one of the following four options and provide the appropriate documentation.

- ☐ I will maintain a Seller of Travel trust account for deposit of customer's payments. Attach a report signed by a licensed/certified public accountant or bank officer, listing the trust account number; name and address of the federally insured financial institution located in Washington State holding the account; and an affirmation the account is being maintained in compliance with all requirements of RCW 19.138.140.
- ☐ I will maintain a private surety bond. **Note:** You may only select this option if you are currently licensed as a Seller of Travel and have a gross annual income to report below. Attach a bond, written on the blank form provided by the Department of Licensing. A Seller of Travel applying to be licensed under chapter 19.138 RCW may submit a surety bond as described in RCW 19.138.140 (7)(a)(i) or other instrument approved by the Department as described in RCW 19.138.140 (7)(a)(iv). The amount of the surety bond or other approved instrument shall be based upon the prior year's annual gross income of business conducted with Washington State residents as outlined in the following scale:

Annual gross income of business conducted with Washington residents	Amount of surety bond or other instrument approved by the Department
\$ 199,999 and under	\$10,000
\$ 200,000 through \$499,999	\$20,000
\$ 500,000 through \$749,999	\$30,000
\$ 750,000 through \$999,999	\$40,000
\$1,000,000 and above	\$50,000

This is to certify that during the past calendar year (January 1 through December 31), the total gross annual income of the business conducted was \$_____

- ☐ I am a member in good standing of a Sellers of Travel professional association approved by the Department of Licensing and through which I have **both** \$1,000,000 minimum in errors and professional liability insurance **and** a bond with a surety of at least \$250,000. You must attach an official certification from the professional association identifying itself, affirming your membership-in-good-standing, confirming both the liability insurance **and** surety bond are in effect during your membership, and the current expiration date of your membership.
- ☐ I will not hold non-exempt funds received for retail travel services for more than 5 business days.